# TRAVEL MANAGER PREPARER'S GUIDE

## AMEND A TRAVEL AUTHORIZATION

When a travel document has a status of *Approved*, *A Travel Agent* or *Data link,* modifications to the document can only be made by preparing an amendment to the document. This section covers the steps to amend an authorization.

# AMEND A TRAVEL AUTHORIZATION

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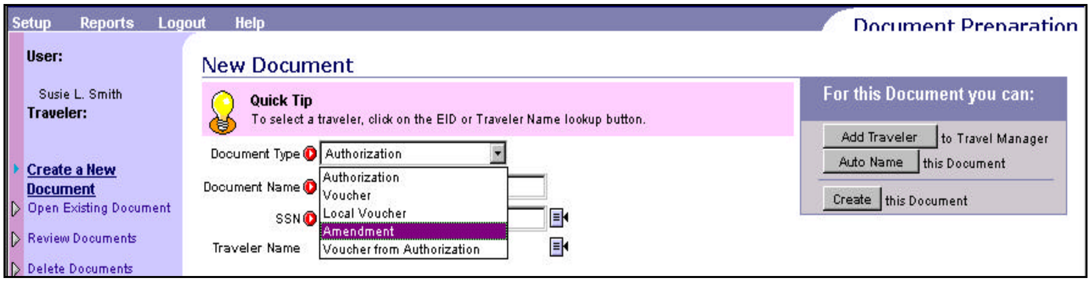
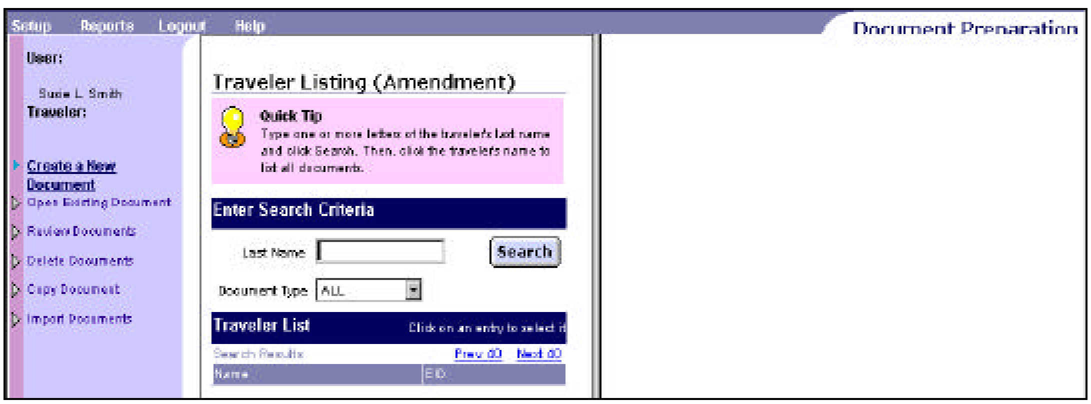
## AMEND A TRAVEL AUTHORIZATION

### A. CREATE A NEW DOCUMENT

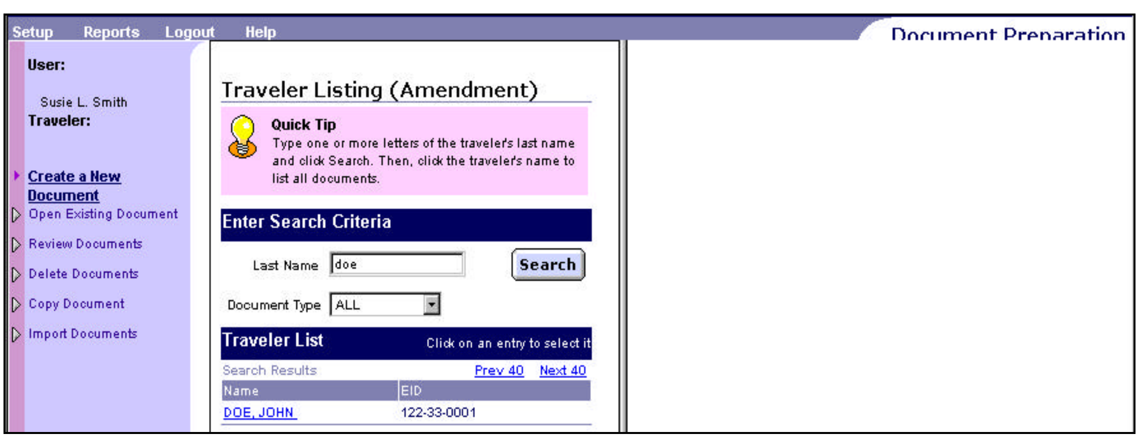
1. Click the **Create a New Document** link on the Document Toolbar on the left side of the page. The New Document page will be displayed.



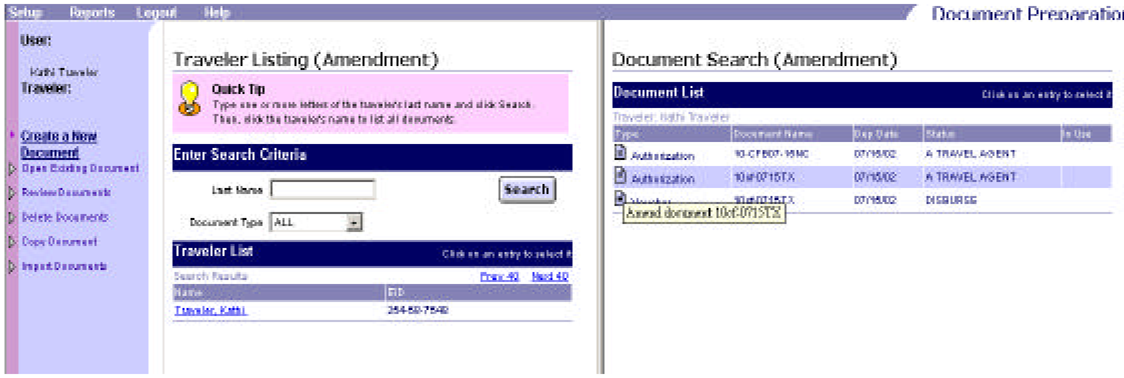

2. Select **Amendment** from the Document Type drop down selection list and click in the Document Name field. The Traveler Listing (Amendment) page will be displayed.



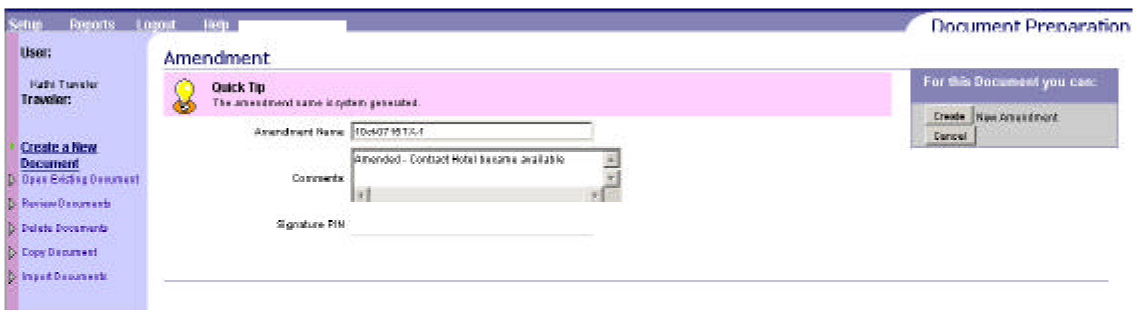

3. Click in the **Last Name** field under the Enter Search Criteria area and enter the last name of the traveler. The Traveler's name will be displayed in the Traveler List (Amendment) area on the left side of the page.



4. All documents that are available to amend will be displayed in the Document List in the Document Search (Amendment) area on the right.




5. Click the **Document** icon of the document to be amended. The Amendment page will be displayed.

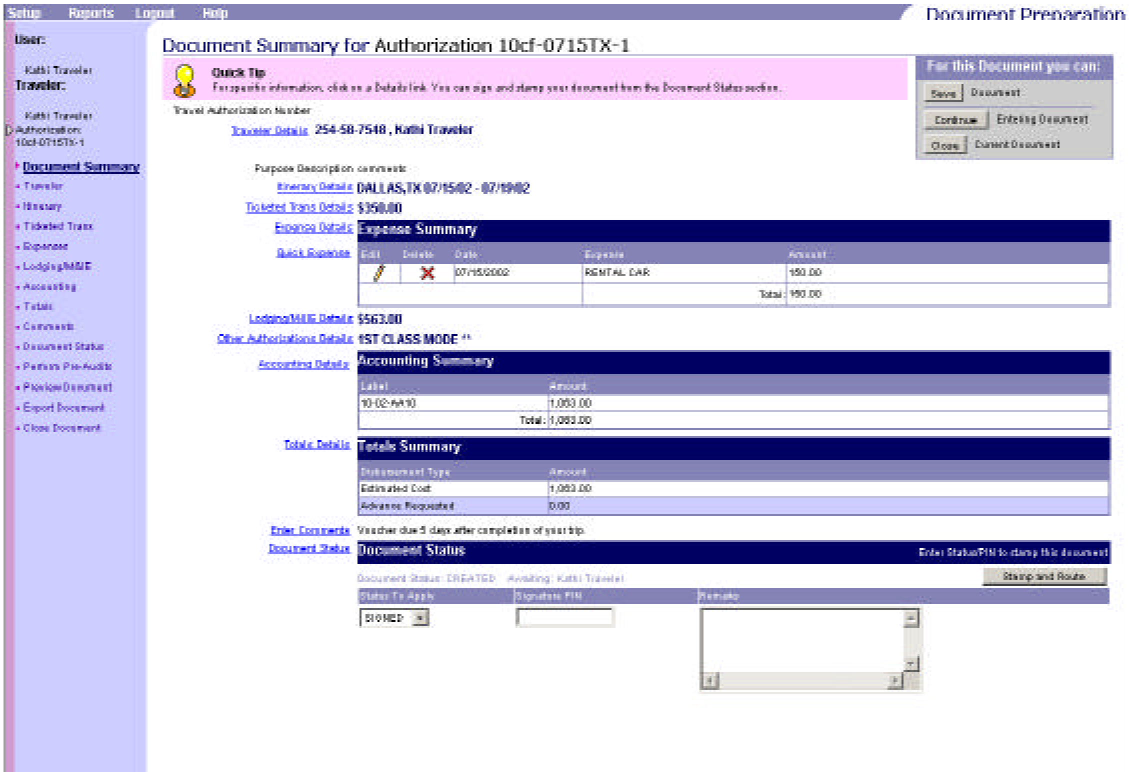



**NOTE**

*Notice the* ***Amendment Name*** *is pre-filled with the name of the original document and the last two (2) characters "-1" are added. Each time an amendment is created for an authorization the number is increased by one (1).* *<u>Never</u> change the Amendment Name.*

6. Click in the **Signature PIN** field and enter the appropriate PIN.

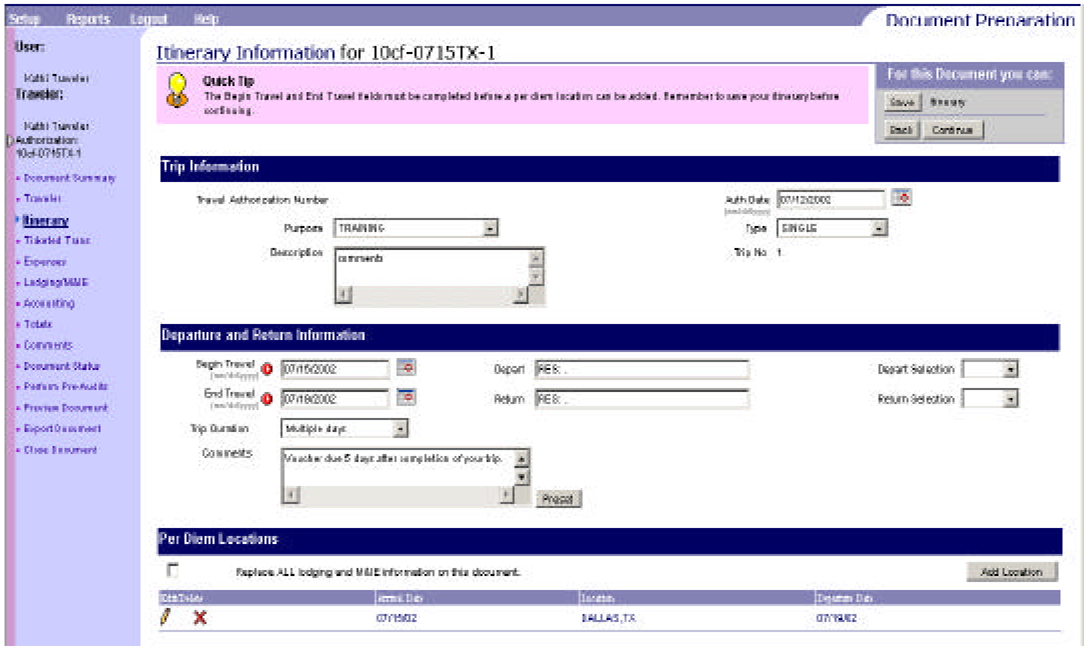
7. Click the Create **New Amendment** button in the **For This Document You Can:** area in the top right. The Document Summary page will be displayed.




8. Click the 

button in the **For This Document You Can:** area in the top right, or click on the **Itinerary** link on the Document Toolbar on the left side of the page. The Itinerary Information page will be displayed.

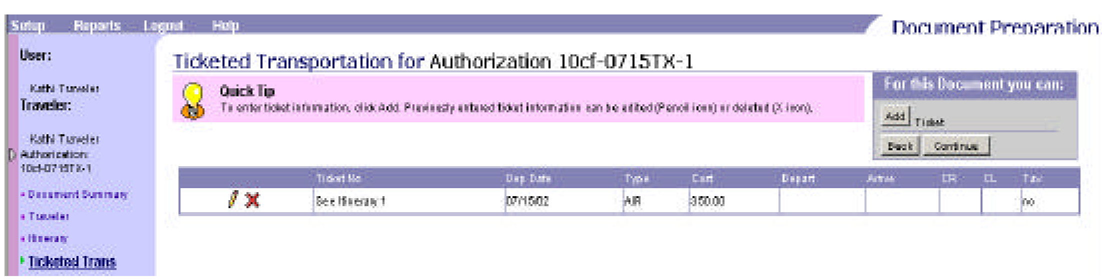
## B. ITINERARY




1. Review and make any changes to the itinerary page if necessary. If changes are made be sure to click Save in the **For this Document you can:** area.

2. Click the Continue button in the **For This Document You Can**: area in the top right, or click on the **Ticketed Trans** link on the Document Toolbar on the left side of the page if any ticket information additions/changes are necessary. The Ticketed Transportation page will be displayed.

## C. TICKETED TRANSPORTATION




1. Review and make any necessary changes to the ticketed transportation.

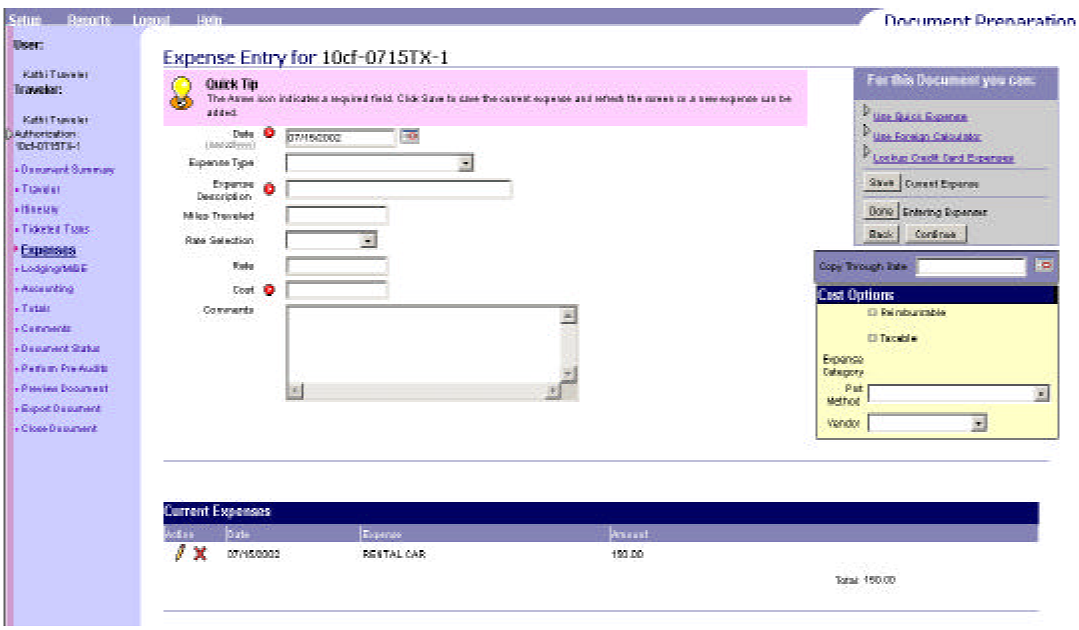
   a. Click the **Update** icon to edit Ticketed Transportation records for necessary changes.

b. Click the **Delete** icon  to delete Ticketed Transportation records, if necessary.

c. Click the  **Ticket** button in the **For this Document You Can:** area in the top right to add another ticket item if necessary.

2. Click the  button in the **For this Document you can:** area in the top right, or click on the **Expenses** link on the Document Toolbar on the left side of the page if any expense additions/changes are necessary. The Expense Entry page will be displayed.

## D. EXPENSES



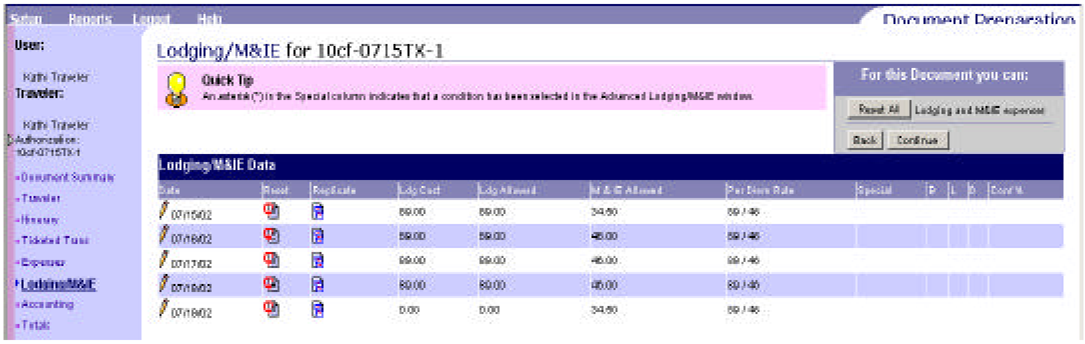

1. Review and make any necessary changes to the expenses.

a. Click the **Update** icon  to edit Expense records for necessary changes.

b. Click the **Delete** icon  to delete Expense records.

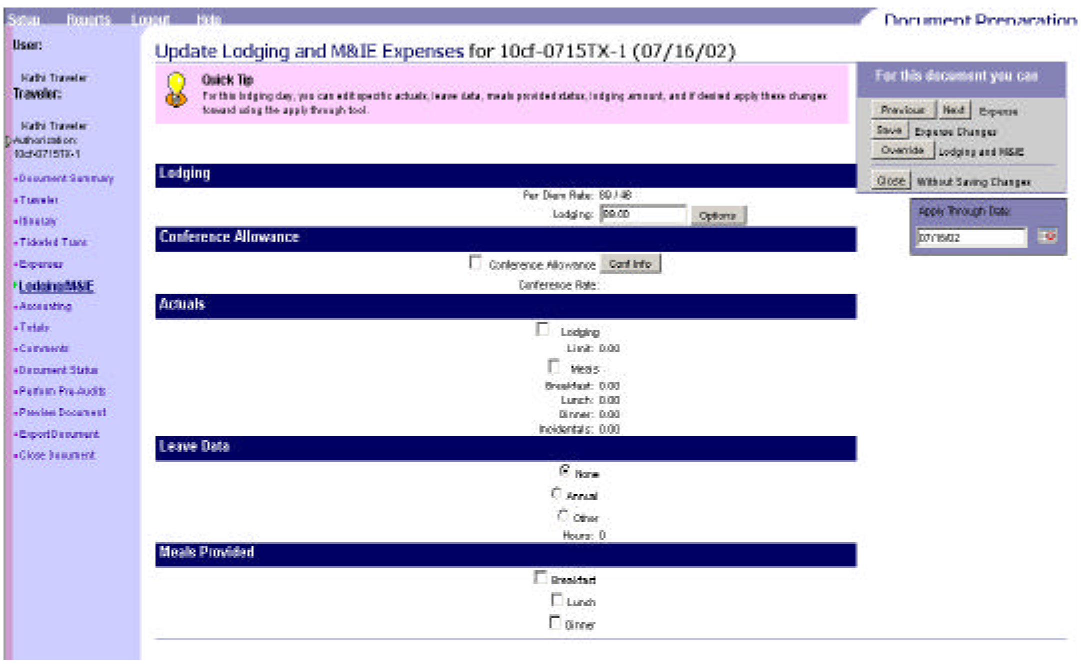
2. Click the  button in the **For This Document You Can:** area in the top right, or click the **Lodging/M&IE** link on the Document Toolbar on the left side of the page, if any Lodging or M&IE expense changes are necessary. The Lodging/M&IE page will be displayed.

## E. <u>LODGING/M&IE</u>



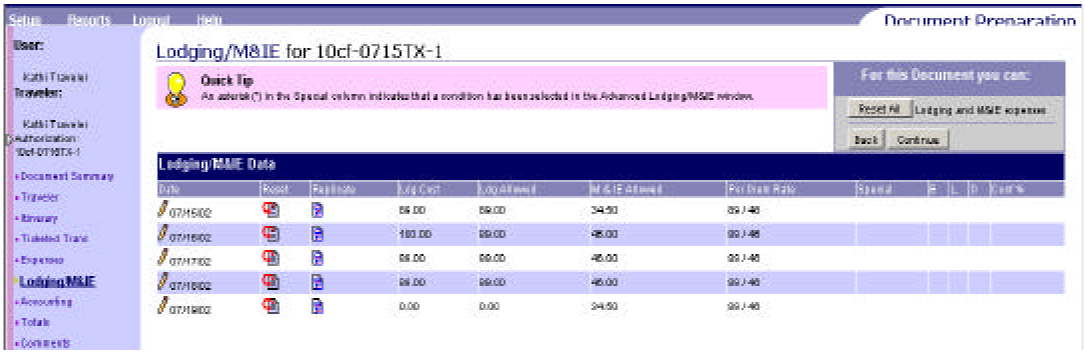

1. Review and make any necessary changes to the Lodging/M&IE data.

2. Click on the **Update** icon next to the date to modify lodging and/or meal costs. The Update Lodging and M&IE page will be displayed.




3. Click in the Lodging field in the Lodging area and change the amount.

4. Click the Save **Expense Changes** button in the **For This Document You Can:** area in the top right. The Lodging/M&IE page will be re-displayed . Notice the amount did not change. ***Note:** The changes will need to be entered twice for the changes to take effect. This is a Gelco known defect and we are currently working with them to alleviate this situation.*




7. Click the [Continue] button in the **For this Document You Can**: area in the top right. The Master List of Other Authorizations page will be displayed.

## F. <u>OTHER AUTHORIZATIONS</u>

1. There are two ways to display the Other Authorizations page. There is no direct link to Other Authorizations on the Document toolbar on the left side of the page as for all other areas within the document.

   a. Click the [Continue] button in **the For this Document you can:** area in the top right of the Lodging/M&IE page as shown previously.

   OR

   b. Click the **Document Summary** link on the Document toolbar on the left side of the page, and then click on the **Other Authorizations Details** link located beside the Accounting Summary area of the Document Summary page.

2. The following is a sample list of available Other Authorizations. To select a specific Other Authorization for the document, click on it. The selected Other Authorization will be removed from the list and will be placed at the bottom of the page in the Other Authorizations for Current Document area. This will allow entry of any additional information required for approvals and/or will cause the document to be routed to a specific reviewer/approver.

**NOTE**

*The Other Authorizations with a double asterisk (**) indicates that additional information is required. After selection, the other authorization must be clicked on at the bottom of the page to open a text area to enter additional information.*

*The Other Authorizations that are in UPPER CASE may cause conditional routing to occur. For example, if $1^{st}$ CLASS MODE** is selected, the conditional Approver/Reviewer may be added to the routing list when the authorization is stamped/signed. Since there are double asterisks as well, additional information will need to be entered.*

| Master List of Other Authorizations |
|---|
| 1ST CLASS MODE ** |
| Aboard US Vessel ** |
| Actual Lodging ** |
| Actual M&IE ** |
| AIRCRAFT: CONTRACTOR OWNED ** |
| AIRCRAFT: SEE REMARKS ** |
| BUSINESS CLASS MODE ** |
| CONF LODGING ALLOWANCE - NASA SPONSORED |
| Conference Allowance - Non NASA |
| Contract Hotel ** |
| COTR APPROVAL ** |
| Driver or Pilot - ID passengers ** |
| Excess Baggage ** |
| Extended Foreign/Non-Foreign % ** |
| Extended TDY |
| FOREIGN TRAVEL AUTHORIZED |
| Gov't Vehicle Authorized |
| INVITATIONAL TRAVEL ** |
| LABOR MANAGEMENT MEETING |
| Leave or personal days taken ** |
| LOA COST/LOA NO COST ** |
| Lowest Price Contract Carrier Not Used** |
| Military Personnel Lodging ** |
| Military Personnel Meals ** |
| Military Personnel Traveler ** |
| Non Contract Airfare ** |
| Other 1 (additional area for comments) |
| Other 2 (additional area for comments) |
| Passenger - Identify Driver/Pilot ** |
| PERMISSIVE TRAVEL |
| Pers'l Pref: Commercial Transp. |
| Pers'l Pref: Privately Owned |
| Pers'l Pref: Rental Acquired |
| POV Advantageous ** |
| PRE-EMPLOYMENT INTERVIEW |
| PROGRAMMATIC TRAVEL ** |

3. Click on Other Authorization from the list.

4. The selected item is listed at the bottom of the page in the Other Authorizations on Current Authorization area. A justification for the other authorization must be entered in the Comments field on the Comments page.


5. Click the Continue button in the **For this Document you can:** area in the top right, or click on the **Accounting** link on the Document toolbar on the left side of the page. The Available Accounting Codes page will be displayed.

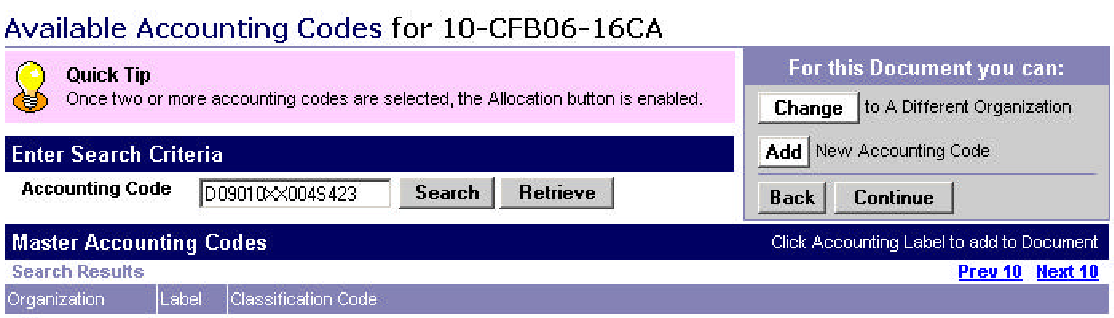
## G. <u>ACCOUNTING</u>

This section describes the process for selecting and entering the accounting code labels. The Travel Manager Account Code table will be populated with valid combinations of the Financial Classification Structure (FCS) elements, which are uniquely identified by the Account Code Label and the Organization. (There are two FCS elements that ***<u>MUST</u>*** be entered <u>manually</u> into Travel Manager. They are the *Internal Order* NASA Function Code prefix "FC" and the *Object Class* used to derive the General Ledger account.)

A crosswalk of the Account Code Label/Organization and a listing of the travel object classes can be found on the HQ Travel Manager website, , **http://travel.hq.nasa.gov.** Click the Accounting Info link.

### Selecting and Entering FCS Elements in Travel Manager

1 Enter the Account Code Label on the Available Accounting Codes page.




2 Click the Retrieve button. The account code label will be displayed in the Master Accounting Codes area.

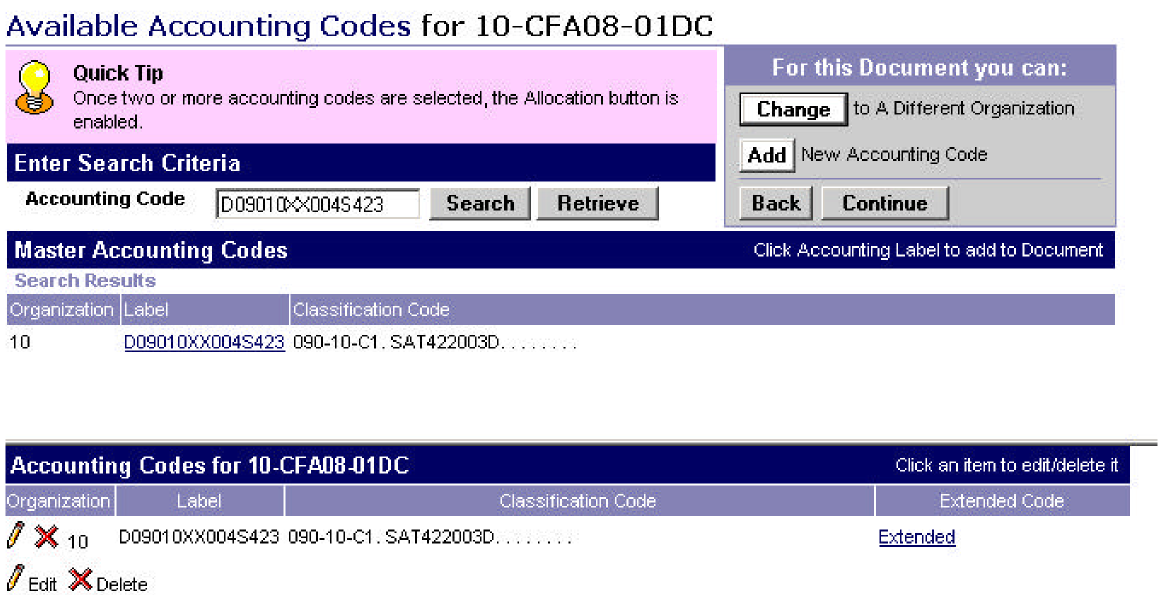
**NOTE**

***DO NOT** click on the Add New Accounting Code.  If the "Add" button is used, the accounting information will not be pulled into the document and it will not route for the account review.*

3. Click on the Label under the Master Accounting Codes area and the account code will be added to the bottom half of the page in the **Accounting Codes for** Current Document area.  Review the Classification Code to make sure it is the correct code for the organization funding the trip.  An organizational account code crosswalk is posted on the Travel Manager website, **http://travel.hq.nasa.gov.** Click the Accounting Info link.

**NOTE**

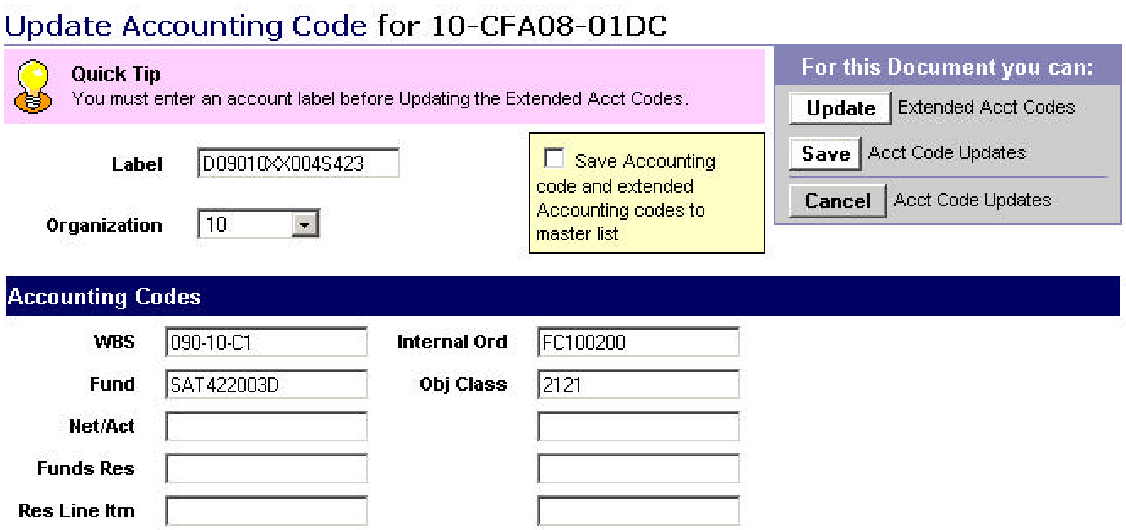
*Always select the account code with Organization 10.*




4. Click the **Update** icon next to the desired label in the lower portion of the screen to edit the Accounting Code information.  The Update Accounting Code page will be displayed.  (Note: click the **Delete** icon to delete an account code record from the travel document if you will no longer be allocating expenses to the account.)

**NOTE**

*The Organization field defaults to "10". **DO NOT** change it for any reason.*




5. Enter FC100200 in **the Internal Ord** field. This is the assigned Internal Order number for Headquarters. This is a ***required*** field.

**6.** Enter the **Object Class Code**. For example 2121 for General Administrative Travel (Domestic). The Object Class code is used to derive the appropriate General Ledger account for financial postings. This is a ***required*** field. A listing of travel object classes is available on the NASA HQ Travel Manager website, **http://travel.hq.nasa.gov.** Click the Accounting Info link.

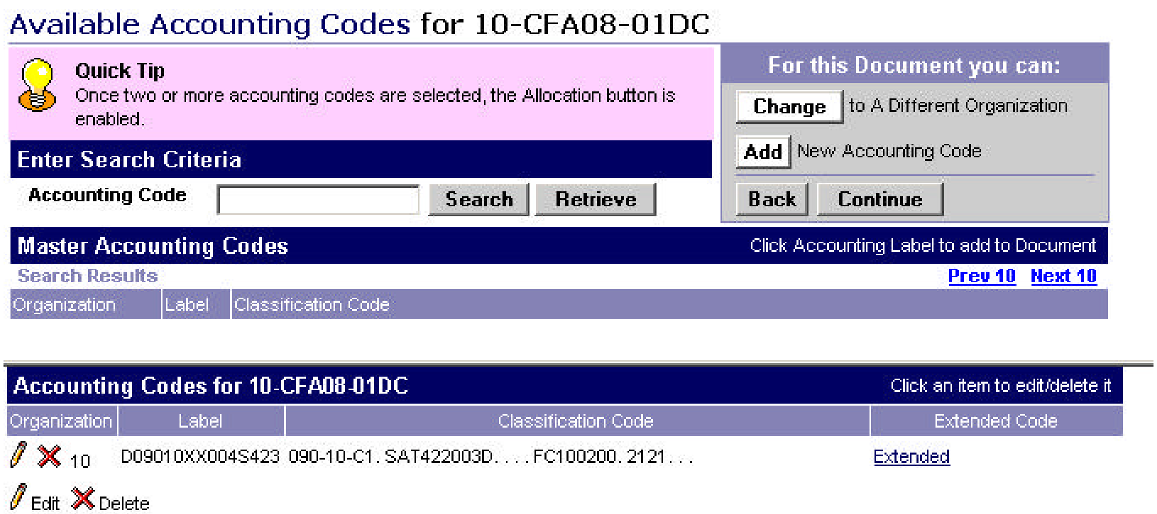
**NOTE**

*The Object Class Code and the Internal Order are **required** on all travel documents. The SAP accounting system will reject all documents without the Internal Order and Object Class Code included.*

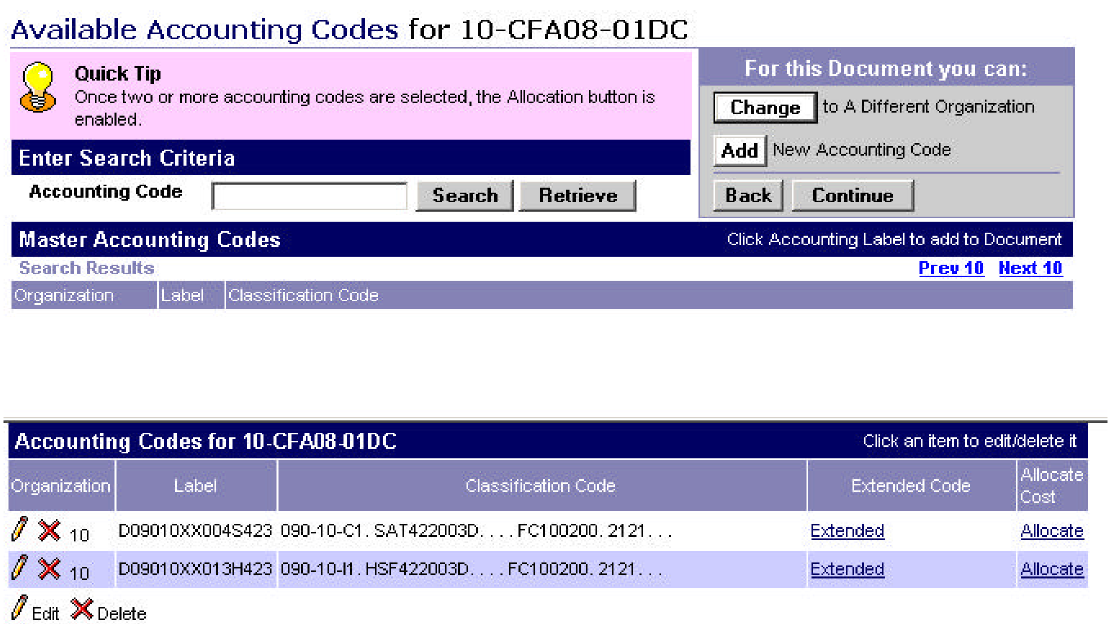
*The Object Class Codes can be found in the Financial Management Manual (FMM) or on the NASA HQ Travel web page located at http://travel.hq.nasa.gov/.*

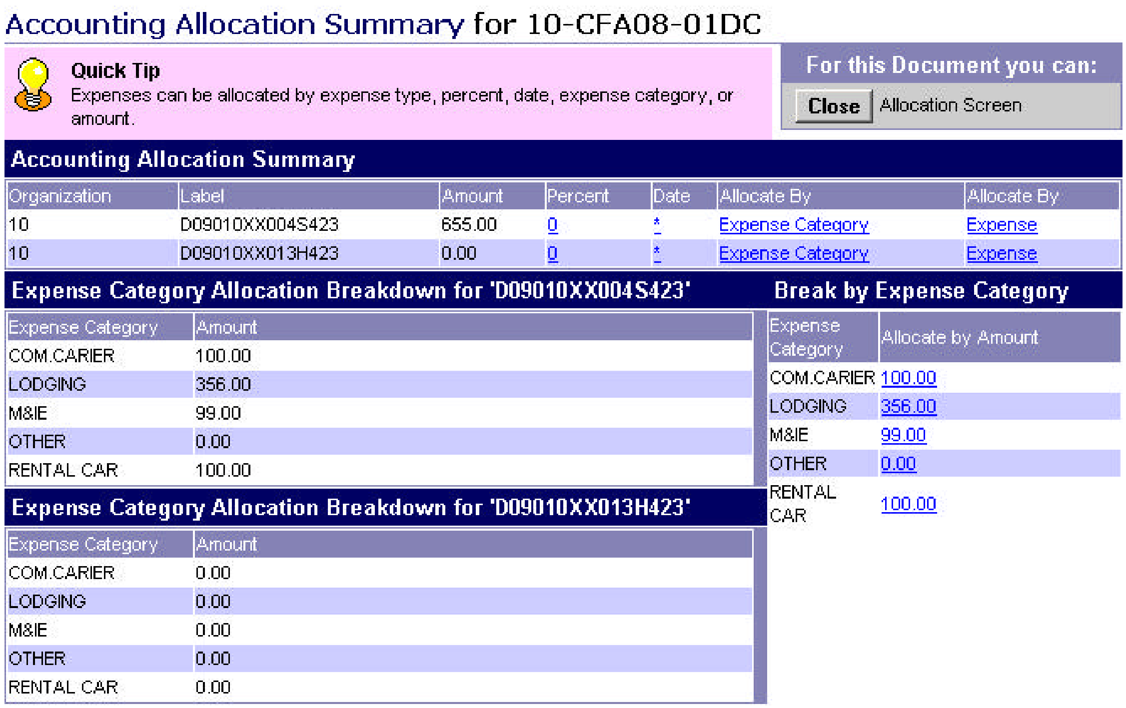
7. Click the 

**Acct Code Updates** button in the **For this Document you can:** area in the top right. The Available Accounting Codes page will be re- displayed.




8. If a second account code is added, an **Allocate** link is displayed to the right of the Extended Code column. Click on **Allocate** to add expenses to different account codes. The Accounting Allocation Summary page will be displayed.





Accounting Allocation Summary for 10-CFA08-01DC

**Quick Tip**
Expenses can be allocated by expense type, percent, date, expense category, or amount.

**For this Document you can:**
Close Allocation Screen

**Accounting Allocation Summary**

| Organization | Label | Amount | Percent | Date | Allocate By | Allocate By |
|---|---|---|---|---|---|---|
| 10 | D09010XX004S423 | 655.00 | 0 | * | Expense Category | Expense |
| 10 | D09010XX013H423 | 0.00 | 0 | * | Expense Category | Expense |

**Expense Category Allocation Breakdown for 'D09010XX004S423'**

| Expense Category | Amount |
|---|---|
| COM.CARIER | 100.00 |
| LODGING | 356.00 |
| M&IE | 99.00 |
| OTHER | 0.00 |
| RENTAL CAR | 100.00 |

**Expense Category Allocation Breakdown for 'D09010XX013H423'**

| Expense Category | Amount |
|---|---|
| COM.CARIER | 0.00 |
| LODGING | 0.00 |
| M&IE | 0.00 |
| OTHER | 0.00 |
| RENTAL CAR | 0.00 |

**Break by Expense Category**

| Expense Category | Allocate by Amount |
|---|---|
| COM.CARIER | 100.00 |
| LODGING | 356.00 |
| M&IE | 99.00 |
| OTHER | 0.00 |
| RENTAL CAR | 100.00 |

9. When there is more than one accounting code on a document the default is assigned to the first accounting code. Expenses may be allocated across multiple accounting codes using the five methods that are available in the Accounting Code Allocation Summary area of the Accounting Allocation Summary page.

   a. **Percent** indicates the percentage of total costs to each accounting code (e.g., one accounting code pays 70% and the other pays 30%).

      *To allocate funds using this method:*

      (1) Click on the zero in the Percent column. The Allocate by Percent page will be displayed. Indicate in the percent field the allocation of funds between the account codes.

      (2) Click the Save **Percent Changes** button in the **For this Document you can:** area in the top right. The Accounting Allocation Summary page is displayed again.

      (3) Click the Close **Allocation Screen** button to return to the Available Accounting Codes page.

      (4) Click Continue button to continue processing the document.

   b. **Date** allows allocation according to when the expense occurred (e.g., one accounting code pays for the first two days of travel, and the other pays for the remaining days).

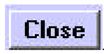
*To allocate funds using this method:*

(1) Click on the asterisk (*) in the Date column. The Allocate by Date page will be displayed.

(2) Type in the begin date in the Begin Date *(mm/dd/yy)* field.

(3) Click 

**Date Changes** button. The Accounting Allocation Summary page is displayed again.

(4) Click the 

**Allocation Screen** button to return to the Available Accounting Codes page.

(5) Click 

to continue processing the document.

b. **Expense Category** indicates which expense category is assigned to an accounting code (e.g., one accounting code pays for lodging and the other accounting code pays for all other expenses)

*To allocate funds using this method:*

(1) Click on the **Expense Category** link displayed in the Allocate By column. The Allocate by Expense Category page will be displayed.

(2) Select the appropriate accounting code label for the expense.

(3) Click the 

**Allocation Changes** button in the **For this Document you can:** area in the upper right corner.

c. **Expense** indicates which specific expense is assigned to which accounting code (e.g., one accounting code pays for M&IE and another pays the other expenses).

*To allocate funds using this method:*

(1) Click the **Expense** link in the Allocate By column. The Allocate by Expense page will be displayed.

(2) Click the arrow on the drop down list in the Organization/Label column to select the account code to be charge for the expense.

(3) Click 

**Expense Allocations** in the **For this Document you can:** area in the top right area.

(4) When all expenses have been allocated to the appropriate account code click the **Done Save & Exit Allocations** button in the **For this Document you can:** area in the top right. The Accounting Allocation Summary page will be re-displayed.

(5) Click Close **Allocation Screen** to return to the Available Accounting Codes page.

(6) Click Continue to continue processing the document.

d. **Amount** indicates the amount of each expense item to allocate to an accounting code.

*To allocate funds using this method:*

(1) Click on the **Amount** link in the Allocate By Amount column listed under the Break by Expense Category. The Allocate By Expense Category Amount page will be displayed.

(2) Enter the dollar amount to be allocated for the expense category in the amount column.

(3) Click Save **Amount Changes** in the **For this Document you can:** area in the top right.

(4) Continue for each expense category listed.

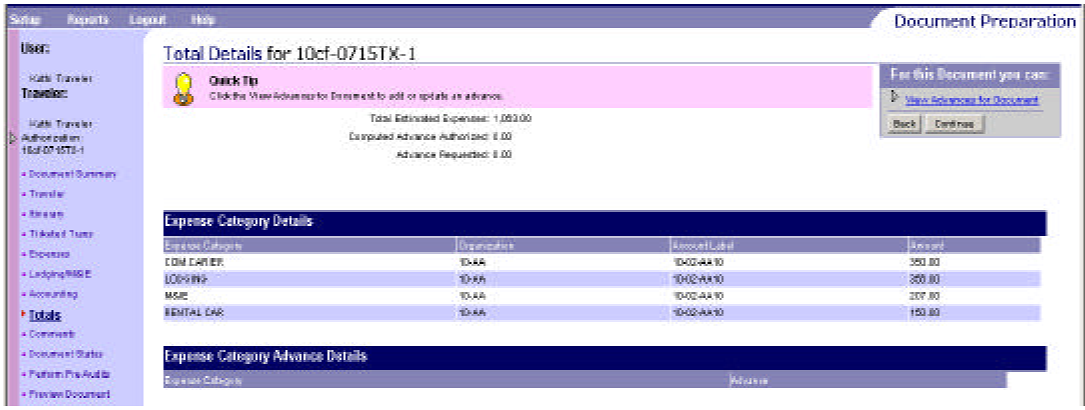
(5) When finished click **Done Save & Exit Allocations** in the **For this Document you can:** area in the top right. The Accounting Allocation Summary page will be re-displayed.

(6) Click Close **Allocation Screen** to return to the Available Accounting Codes page.

(7) Click the Continue button to continue processing the document.

## H. TOTALS

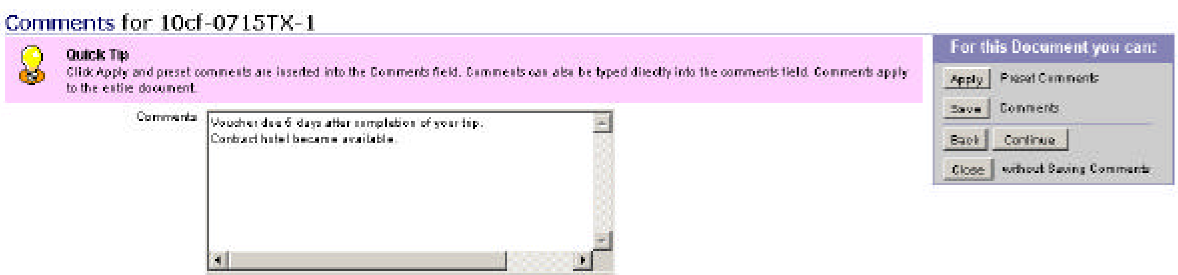
The Totals page summarizes the details of the expenses by category, organization, and accounting labels. The voucher will not be processed if the total amount claimed exceeds the total estimated expenses by 125% or more. In this case, an amendment to the authorization will be required prior to submitting the voucher.




1. The Expense Category Details area, in the middle of the page, shows the allocations of funds by expense category. An account label in the Expense Category Advance Details area shows if an advance has been requested.

2. Click the Continue button in the **For this Document you can:** area in the top right, or click on the **Comments** link on the Document Toolbar on the left side of the page. The Comments page will be displayed.

## I. COMMENTS

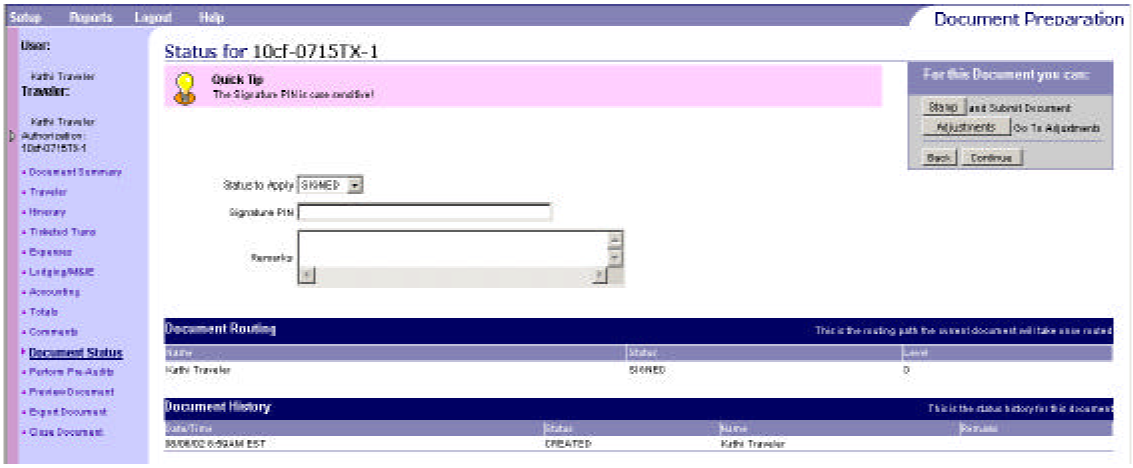



1. Click in the Comments field and enter the reason for the amendment. Note in the area any justifications that need to cited.

2. Click the Save **Comments** button in the **For this Document you can:** area in the top right. The Document Summary page will be displayed.

3. On the Document Summary page, click the **Document Status** link on the Document toolbar on the left side of the page or click the **Document Status** link on the Document Summary page. The Status page will be displayed.

## J. DOCUMENT STATUS



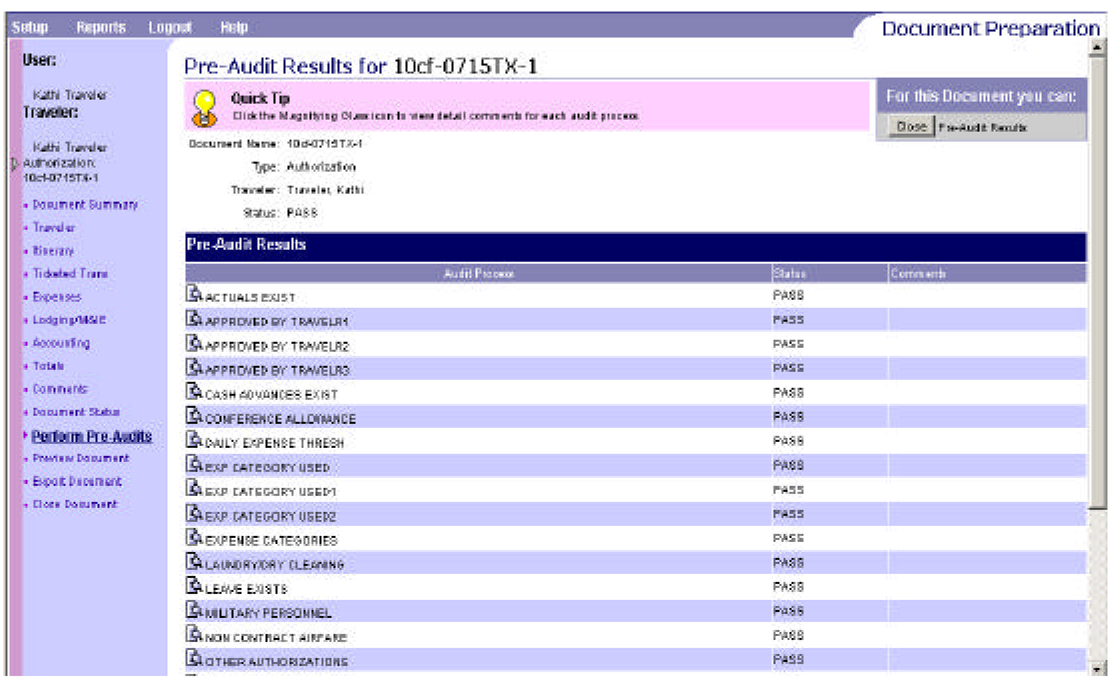

1. The Status to Apply is set at the default status, SIGNED. DO NOT CHANGE THIS VALUE.

2. Click in the **Signature PIN** box and enter the PIN.

3. Click the 

**and Submit Document** button in the **For this Document you can:** area in the top right. The Pre-Audit Results page will be displayed.

## K. PERFORM PRE-AUDITS



1. Review the Pre-Audit Results for the amended authorization.

2. If any item needs attention, the word 'FAIL' will be in the Status column. A comment describing the failure will appear in the Comments column as shown above. A 'FAIL' is a flag to draw attention to a particular process to ensure the Preparer has entered/reviewed the data correctly. A FAIL status will not prevent the document from routing.

**NOTE**

*If changes are necessary to the document prior to signing click on the* 

*Pre-Audit Results button in the For this Document you can: area in the top right. The document will not be signed and will not route. The document can be modified without adjustment at this time.*

3. Click the 

**Stamping the Document** button in the **For this Document you can:** area in the top right. The document is complete and has been routed.

An e-mail message will be sent to the first person in the routing list stating that a document requires attention in the Travel Manager System.

**NOTE**

*The authorization is approved when the final person in the routing list has stamped the document.*

*E-mail is sent to the Traveler to confirm the document has been processed.*

*The Traveler can print the authorization any time after the document has been stamped by the final person in the routing list.*